



# CITY OF ATLANTA

## Job Announcement

### OFFICE SUPPORT ASSISTANT, SENIOR (D)\*

**STARTING SALARY: \$24,049**

**Salary Grade: 7**

**Applications Accepted From: April 24, 2006 until Vacancies are filled or until May 19, 2006**

#### **Minimum Job Requirements**

Applicants for this position must have a high school diploma or GED and one year of clerical experience; or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this position. **Applicants must be able to type at a rate of 25 wpm.** Training and experience will not be substituted for the high school and GED requirement.

#### **Duties of the Job:**

This employee, under close to general supervision, performs a variety of clerical duties in support of an office or department. Duties may include word processing, filing, data entry, answering telephones and routing calls, completing forms or reviewing completed forms, providing information to internal and external customers, and other general clerical duties within the area of assignment; enters, accesses and maintains databases using standard PC software or programs specific to the area of assignment; picks up, sorts, and delivers mail; maintains office files as assigned; meets visitors and the general public; directs them to the appropriate area or assists them with information; prepares letters, memos, labels, reports, or other correspondence using word processing or spreadsheet, software or typewriter; may assist in compiling and tabulating data for office statistical reports and records; prepares and monitors work orders; maintains office or work schedules as required; performs related duties as required.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Resumes will not be accepted in lieu of applications.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120, Atlanta, GA 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**The hiring authority will contact only those applicants they deem appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application..**

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.

**THE EXAMINATION FOR THIS JOB WILL CONSIST OF AN EVALUATION OF TRAINING, EXPERIENCE, AND A TYPING TEST.**

\*There is a salary differential for shift work.

4/24/2006

112023

PS#: 002818